

Geographic Information Systems Specialist II

Administration

Starting annual salary: \$44,954.11

Application deadline: December 9, 2022

The Mississippi Department of Archives and History is recruiting a Geographic Information Systems (GIS) Specialist II to serve in the information systems section of Administration. This position will be required to serve as the HSMT database administrator, which includes serving as a point of contact for the public, subscribers, and ITS and providing technical support to staff about all GIS issues. This individual will also serve as the agency telecommunications coordinator, which includes troubleshooting telecommunication help desk calls; reporting trouble incidents to the appropriate vendor; and supervising repair, installation, and maintenance projects performed by vendors. This position will work as part of a team to resolve day-to-day HelpDesk issues regarding hardware/software problems and manage user accounts. This individual should be available to work occasional evenings and weekends.

This individual should possess:

- Strong customer service skills.
- Ability to work independently and as part of a team.
- Detail orientation with strong communication abilities.
- Willingness to work outside the regular work schedule when required.
- Willingness to travel to remote sites within the state.
- Basic understanding of installed systems Microsoft Windows 7, 10, and Microsoft 365, 2013, 2016.
- End-user IT desktop support experience.
- Desktop hardware setup and support experience (PC, scanner, printer, etc.).
- Ability to lift up to 50 pounds.

Preferred education and experience:

- Bachelor's Degree and 1-3 years of GIS experience.
- Experience working with the following: Microsoft Active Directory, ArcGIS Desktop or Pro, MsSQL and Microsoft Access databases, and SQL Server.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.